

# MOTTRAM ST. ANDREW PRIMARY ACADEMY



## SCHOOL CLOSURE POLICY

Every effort will be made to keep school open at all times. However, as a result of exceptional and emergency circumstances the school may have to temporarily close on some occasions. This decision is never taken lightly, but the health, safety and welfare of the pupils and staff must always be given priority.

All unavoidable school closure decisions are made by the Headteacher (or Deputy Headteacher in their absence) and, wherever possible, in conjunction with the Chair of Governors (or Vice Chair of Governors in their absence).

Reasons for closure include:

- Severe weather, including snow, flooding or storms.
- Breakdown of essential services, including heating, water and electricity.
- Unsafe staffing levels.
- Government instruction to close for an emergency.

If the school is to be closed before the start of the school day:

1. The Headteacher will inform staff by text.
2. The Admin Assistant will inform parents by text.
3. The Headteacher will inform Cheshire East and Local Radio.
4. The ICT coordinator will post a school closed message on the school website.
5. The Deputy Headteacher will post a school closed message on the school Twitter feed.
6. Any expected visitors will be informed if at all possible.

If the school is to be closed after the start of the day, when children are on site:

1. Parents will be notified by text, with any additional information by email.
2. Children will only be allowed home with a parent, unless we have been notified that they will be collected by someone else.
3. Sufficient staff will remain on site until all children have been collected.

If the school is to be closed with some advanced notice:

- Parents will be notified by text, with any additional information by email.